

## **CENTER FOR MANAGEMENT & EXECUTIVE LEADERSHIP** **(CMEL)**

### **Travel Guidelines:**

CMEL continues to provide guidance to ensure the maximum utilization of CTTMS funds available. :

#### **1. CMEL RESIDENT COURSES**

- Lodging and meals are provided to all students attending centrally funded courses. Dinner will be provided the day of arrival. Breakfast and lunch will be provided the day of departure. – M&IE may only be claimed on day of travel accordingly:
  - $\frac{3}{4}$  daily rate of \$31 CONUS = \$23.25 less dinner of day of arrival and breakfast and lunch on day of departure.
  - **Day of arrival = \$23.25 - \$16.00 = \$7.25 can be claimed**
  - **Day of departure = \$23.25 - \$12.00 = \$11.25 can be claimed**
- Students are allowed CMEL's special incidental rate of \$8.00/day – this rate does not apply on days of travel.
- Rental cars are not authorized unless a cost comparison is attached to the travel authorization **that justifies** the expense.
  - If the cost of flying into Jacksonville or Orlando plus the total cost of the rental car is less expensive than a flight into Daytona plus \$80.00 for round-trip shuttle expense, a rental car may be authorized.
  - **NOTE: If the cost to fly into Orlando or Jacksonville is greater than the cost to fly into Daytona, the traveler will not be paid for the cost difference.**
- Students will not be reimbursed for tips, laundry, phone calls, FAX expenses, and other incidentals. These services are available at CMEL or are covered under the special incidental rate of \$8.00/day.
- POV expenses only apply to transportation to and from CMEL. No POV expenses allowed during the stay due to the fact that CMEL is a residential training facility.
- Students are expected to arrive the night before their classes open, except for the Frontline Managers Course Phase II (FMC-2), which begins on Monday at 6:30 p.m., students are expected to arrive on Monday. Students must depart on the last day of class, if the class is completed by 12:00 p.m. (noon). Students may depart the day after class completion if the class ends later than 12:00 p.m. Exceptions to this policy are made for students traveling from outside of the 48 contiguous states and those in the Western Pacific and Northwest Mountain Region. Interim stays for students attending subsequent or follow-on classes, or any travel exceptions for unusual circumstances may be made, but must be included in the student's Travel Authorization.
- No off-site hotel expense will be approved unless the traveler has written authorization from the CMEL Director or Budget Officer. Students who choose to fly out of Jacksonville or Orlando are not authorized to stay near the airport for early morning departures or late night arrivals.
- Occupancy of the dormitory facility is authorized only for the student. CMEL will provide students with lists of available childcare or family care facilities in the area

upon request. Persons electing to travel to this area with their families **must** make other arrangements for lodging at their own expense.

- Parking is limited to one vehicle per student and no trailers; RV's or any other secondary vehicles are authorized for on-site parking.
- The traveler's supervisor must authorize all travel authorizations and expense vouchers.

ALL EXCEPTIONS TO THE ABOVE GUIDELINES AND SPECIAL ITINERARIES MUST BE INCLUDED IN A PROPERLY EXECUTED TRAVEL AUTHORIZATION WITH APPROVAL BY BOTH THE TRAVELER'S SUPERVISOR AND THE CMEL DIRECTOR. PLEASE CONTACT **KAREN CONCANNON** TO REQUEST APPROVAL FOR THESE EXCEPTIONS AT **(386) 446-7154**.

## **2. CMEL FIELD COURSES**

- Travel funds for centrally funded field classes are being limited to \$5,000 per class. If regions foresee that local travel will exceed the \$5,000, they must arrange for the balance to be covered by other fiscal code(s).
- Field courses should be considered local travel and travel cost should be kept to a minimum.
- There are no funds available for rental of facilities and equipment. All field courses must be provided at no-cost facility.
- CMEL will continue to handle the logistics for field delivery locations. Kathy Larson, of the CMEL staff, is the field delivery coordinator. The LOB with the majority of quota in a class is responsible for providing CMEL with a point of contact. This person should make every effort to contact Kathy via e-mail or phone at (386) 446-7136.

## **FEE-FOR-SERVICE (FFS) CLASSES AND SERVICES:**

(Please visit our website at [www.cmel.faa.gov](http://www.cmel.faa.gov))

### **CMEL offers an array of products and services:**

- Instructional Design, Development and Delivery of customer-specific training courses
- Design and Development of Distance Learning courses
- Conference Center accommodating up to 150 persons per session
- Full television production/post production capability
- Full graphics/publications production capability
- Professional Health Awareness staff and programs
- State-of-the-art outdoor Challenge Course
- Multi-media resource library
- Group planning technology (Co-Lab)
- Hotel accommodations for 200 people
- Full service cafeteria

For cost estimates and/or additional information for **conference services** or **training services** please call Karen Concannon at (386) 446-7154.

**NOTE: the Sponsor of the FFS event determines Travel guidelines for FFS classes, conferences or meetings. Please contact them for additional information.**

We look forward to working with you and providing you with quality training services in FY05!

*Karen Concannon*

Center for Management and Executive Leadership (CMEL)  
Fiscal Program Manager  
(386) 446-7154